

# International School Seychelles



## **Health and Safety Policy**

*You are not born for yourself but for the world*

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## 1. Policy Aims

- The Board of Governors and Senior Leadership Team are committed to health, safety and environmental excellence, and recognise and accept the responsibility to provide and maintain a safe and healthy environment and safe systems of work.
- To achieve this, ISS will comply fully with the Occupational Safety and Health Decree, Chapter 151, 1991. Under the Occupational Health and Safety Decree (Amendment) Act 1999, the Board of Governors accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.
- The Board of Governors believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the School's policy to encourage, where practicable, the cooperation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.
- It is important to understand that every employee at ISS has a legal and moral duty on health, safety and environmental issues. Our objective will be to ensure that employees can play the fullest part in consultation on health, safety and environmental matters and that all suggestions for improvement are properly considered.

### 1.1. The ISS Policy aims will be achieved by:

- 1.1.1. Ensuring that a dedicated position exists for a Health & Safety Officer to execute the principles and mandates of this policy
- 1.1.2. Providing and maintaining a safe and healthy working environment ensuring the welfare of all persons.
- 1.1.3. Maintaining control of risks arising from our activities that impact on health and safety
- 1.1.4. Complying with statutory requirements as a minimum standard of safety.
- 1.1.5. Consulting with staff on matters affecting their health, safety and welfare.
- 1.1.6. Providing and maintaining safe systems, equipment and electronics.
- 1.1.7. Ensuring safe handling, storage and use of substances.
- 1.1.8. Providing appropriate information, instruction and supervision for everyone.
- 1.1.9. Ensuring staff are suitably trained and competent to do their work safely.
- 1.1.10. Continually developing a safety culture to remove or reduce the possibility of accidents, injuries and ill-health.
- 1.1.11. Assessing risks, record all incidents and monitor safety arrangements.
- 1.1.12. Reviewing and revising safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements.
- 1.1.13. Developing and maintaining a positive health and safety culture through regular communication and consultation with parents, employees and their representative on health and safety matters.

## 2. Policy Scope

- International School of Seychelles (ISS) fully recognises their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of employees, pupils, contractors, visitors (including parents) and others who could be affected by activities. In their role as employer they attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in the community so that effective learning can take place.
- This policy applies to Governors, employees, pupils, contractors, visitors (including parents) and others who could be affected by activities.

### 2.1 Definitions

- **Health and safety:** Health and safety in a school is about taking a sensible and proportionate approach to ensure the premises provide a healthy and safe place for all who use them, including the school workforce, visitors and pupils.

### 2.2 Links with other policies and practices

This policy links with several other policies, practices and action plans including:

- Safeguarding policy
- Educational visits procedures
- Medical practices

## 3. Monitoring and Review

- International School of Seychelles (ISS) will review this policy at least once annually.
- ISS will regularly monitor health and safety and evaluate procedures to ensure that this policy is consistently applied.
- To ensure they have oversight of health and safety, the Senior Leadership Team will be informed of health and safety concerns, as appropriate.
- The Senior Leadership Team will report on a regular basis to the Board of Governors on health and safety practice and incidents, including outcomes.
- Any issues identified via monitoring will be incorporated into the school's action planning.

## **4. Responsibilities and duties in matters concerned with safety**

### **4.1 Health and Safety Officer**

Whilst the responsibility for all school safety organisation and activity rests with the Board of Governors, the Board of Governors ensures the Health and Safety Officer enacts the policies and shall:

- (a) be the focal point for day to day references on safety and give advice or indicate sources of advice
- (b) co-ordinate the implementation and where relevant the training of the approved health and safety procedures of the school
- (c) maintain contact with outside agencies able to offer expert advice
- (d) report all known hazards immediately to the appropriate authority and stop any practices or the use of any plant, tools, equipment, machinery, etc. considered to be unsafe, until satisfied as to their safety
- (e) make improvement to plant, tools, equipment, machinery, etc. which are dangerous or are potentially so
- (f) make or arrange for investigation of premises, places of work and working practices on a regular basis
- (g) ensure risk assessments are carried out and reviewed regularly
- (h) recommend necessary changes and improvements in welfare facilities
- (i) review the safety procedures of the school
- (j) check the safety status of electrical equipment (i.e. whether tested periodically accordance with regulations for safety.)
- (k) record the results and proposed remedies of any issues raised by the periodic health and safety inspection
- (l) in addition to the above, The Health and Safety Officer will also:

- record the results of Fire Drills and any actions resulting from any problems experienced during the Fire Drill;
- make any recommendations for improving the procedures laid down;
- keep a summary of occurrences of other incidents mentioned in this policy.

### **4.2 Employees**

It is the duty of every employee while at work:

- (a) to take reasonable care for the health and safety of themselves and of any other persons who may be affected by acts or omissions at work, and
- (b) as regards any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as it is necessary to enable that duty or requirement to be performed or complied with."
- (c) know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- (d) observe standards of dress consistent with safety and/or hygiene
- (e) exercise good standards of housekeeping and cleanliness
- (f) know and apply the emergency procedures in respect of fire and first aid
- (g) use and not wilfully misuse, neglect or interfere with things provided for the safety of others
- (h) co-operate with other employees in promoting improved safety measures in the school

The safety of pupils in classrooms, corridors, halls, coaches or other transportation (whilst on trips), sports areas, playground is the responsibility of all staff. Staff carry responsibility for the safety of pupils when they are in their charge.

#### **4.3. Teachers are expected to:**

- (a) exercise effective supervision of the pupils
- (b) know the special safety measures to be adopted in their own teaching and to ensure that they are applied
- (c) follow safe working procedures personally
- (d) make recommendations to the Health and Safety Officer, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so
- (e) effectively carry out the school Behavioural policy specifically with respect to ensuring the welfare of pupils in the classroom and the playground
- (f) promote a hygienic and healthy environment (e.g. handwashing, no smoking)
- (g) report all accidents/incidents accordingly following the school procedures

#### **4.4. Pupils**

The pupils together with their parents are expected to:

- (a) exercise personal responsibility for the safety of self and class-mates
- (b) observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, certain jewellery, knives and other items considered dangerous). Suitable school clothing is specified in the school's uniform regulations
- (c) observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency use and not wilfully misuse, neglect or interfere with things provided for her safety
- (e) to comply with the Behavioural policy

#### **4.5. Parents**

Parents are required to:

- (a) Notify the School of all notifiable diseases
- (b) Notify the School if their child has headlice. The School will then notify parents that a child (unnamed) has headlice and that they should check their own children for headlice
- (c) Keep their children at home if they have a temperature or have a contagious or gastric illness
- (d) Report incidents of concern to the school

#### **4.6. Visitors / Contractors**

Regular visitors and other users of the premises, (e.g. delivery drivers from specific companies), are required to observe the safety rules of the school.

At reception, visitors are required to sign the visitors' book on arrival and then sign out on departure. All visitors will be issued with a visitor lanyard and supervised throughout their stay at the school.

## 5. Supervision of Pupils

Supervision during the day – lesson and activities	<ul style="list-style-type: none"> <li>• Unexplained Absence: the responsibility to ensure that a pupil attends school regularly is that of the parents. The school will seek to contact parents when pupils are absent from school without notification.</li> <li>• Illness: parents will contact the school when pupils are absent from school due to illness.</li> <li>• Leaving the school site: pupils are not allowed off site during school hours unless there is clear evidence of an approved request from the parent(s). This is dealt with by the School Office staff. All pupils must sign out on leaving the reception.</li> <li>• Emergencies: no class of pupils should be left unsupervised for any reason. In the case of an emergency the member of staff in charge must send a pupil to the School Office.</li> <li>• Lesson and Extra-Curricular Activities Time: classes must be supervised at all times. Pupils should not be left in classrooms without supervision. Teachers complete the online register at the beginning of every session. If a teacher does not arrive after 5 minutes into the lesson, a pupil should go to the School Office to get a cover teacher.</li> <li>• Visitors: visitors to the school are expected to sign in and out. Visitors are required to wear a visitor's badge. It is a duty of all staff to check strangers on the premises and report to the School Office if there is a concern.</li> <li>• Ratios: adequate ratios for the age range of the pupils are in place.</li> <li>• For subject specific supervision requirements, teachers should consider the organisation of the pupils involved in practical activities in relation to their subject areas. Departmental documentation should contain full details of all risk assessment procedures for the subject.</li> </ul>
Supervision during breaks, lunch and before / after school	<ul style="list-style-type: none"> <li>• A staff duty rota is in place for those slots with adequate supervision both indoors and outdoors where appropriate.</li> <li>• The duty staff will ensure that, at the end of the day, the pupils have left the school site appropriately.</li> <li>• The duty staff will ensure that pupils taking a minibus home have left the minibus area appropriately.</li> <li>• Pupils who are staying in school after school hours for any reason, will be registered and supervised by the member of staff in charge of them.</li> <li>• If for any reason pupils have not been met at the end of the day they should wait in the School Office rather than stand outside school.</li> <li>• Members of staff on duty should begin supervision promptly.</li> </ul>
Supervision on school trips	When pupils are taken from school on organised visits the same duty of care arising from being in loco parentis exists whether or not the visit is undertaken voluntarily and out of normal school hours. It covers the duration of the whole visit and should include arrangements for the collection of the pupils at the end of the visit. Staff should refer to the Educational Visits procedures.
Security	Security staff are employed by the school.

## **6. Provision of First Aid**

- First Aid cover is provided at ISS with a School Nurse employed by the school and some members of staff have First Aid training.
- In the event of an accident, a student or member of staff should inform the School Office immediately which will contact the School Nurse. The School Nurse will take charge and if necessary ensure an ambulance is called or another professional medical person arrives to help.
- The School has protocols for the care and treatment of pupils suffering from particular medical conditions such as diabetes, asthma, epilepsy and anaphylaxis. This is logged and coordinated by the School Nurse.
- The Nurse's station is appropriately stocked.
- Medicine should only be administered by the School Nurse, or in her absence, designated staff members who have been trained in administering medication.
- Staff should be aware of any pupil with severe allergies, asthma or other medical conditions.

## **7. Emergency Procedures**

### **7.1 Illness or Accident**

If anyone should become ill or suffer injury the procedures below should be followed.

(a) First aid should be rendered wherever possible by the School Nurse. The Nurse should be immediately summoned in the event that someone becomes ill or suffers an injury. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.

(b) With reference to all pupils, if the injury is of a more serious nature, or if the pupils is in any considerable distress, then the parents will be contacted by telephone by the school office.

(c) First aid should be administered at the Nurse's station. However it may be necessary to administer First Aid at the location of person requiring it.

(d) If an ambulance is required the emergency "151" service should be used.

If the Nurse decides that calling an ambulance is not appropriate then he/she will make contact with the pupil's parent to pick the pupil up from the school premises.

(e) As soon as possible after the incident, every case of injury or accident must be fully and accurately reported on the school systems and, where possible, detailed statements should be obtained from witnesses.

(f) Incidents are regularly reviewed and patterns identified to take further action if necessary. The Health and Safety Officer will review all accidents, action any further investigations/strategies to minimise the risk of any future accidents occurring. Any patterns, issues, and/or specific students will also be considered for health/welfare/safeguarding concerns. The Health and Safety Officer will report periodically to the Senior Leadership Team.

(g) Medical records shall be kept in the Medical Department.

## 7.2 Fire and Emergency Procedure

In the event of a Fire or Emergency it is the duty of all members of staff to carry out Procedures in line with our policy.

Termly drills are undertaken in school time to familiarise staff and pupils with the procedures. When the alert is given, all members of the community must make their way quietly to the designated assembly point(s), form tutors will ensure their pupils are accounted for and report any issues to the Phase Leaders. No staff or pupil may not re-enter any buildings until the all clear has been given.

## 7.3 "Outside" Emergency

Should the pupils be in a position where they are in imminent danger, the lockdown procedure will come into effect.

'Lockdown' procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of pupils and staff in the school. There may be circumstances where the school needs to lock itself in, to secure staff and pupils from a threat. This is described as 'Lockdown'.

'Lockdown' may be activated in response to a number of situations, but some of the more typical ones might be:

- Unrest/civil disturbance in the local community with the potential to pose a risk to the school
- An intruder on the school site
- A major emergency in the vicinity of the school (e.g. fire in neighbouring building, road traffic incident outside of the school grounds)
- The police have called the school and told us to follow our procedures due to another external incident

If a 'Lockdown' is declared/required:

- This will be a directive from a member of the Senior Leadership Team.
- Everyone in the school must:
  - Remain in their classrooms / offices and follow the procedure (CLOSE) below:
  - Close all windows and doors
  - Lock up main entrances/classroom doors where possible
  - Out of sight; minimise movement (stay away from doors/windows)
  - Stay silent and avoid drawing attention
  - Endure; be aware you may be in 'Lockdown' for some time
- Teachers are to complete head counts as soon as possible and notify the Senior Leadership Team /office staff if a child is missing.
- Teaching staff will remain in classrooms, keeping children calm and away from windows/doors.
- Sit on the floor, under desks or against a wall.
- Close curtains/blinds where possible.
- Turn off lights.
- Phones are not to be used.
- The Senior Leadership Team will alert the Emergency Services.
- Staff members who are not teaching at the start of the 'Lockdown' should go to the nearest classroom. All office staff must remain in offices.

- Pupils who are outside of the school buildings/partaking in outdoor PE lessons will be advised to return to the school building as quickly as possible, unless this endangers them or others. If children remain outside they will be moved to the nearest place of safety.
- If the 'Lockdown' alert is given during break or lunchtime, students and staff should make their way to the closest classrooms immediately and follow the CLOSE procedures above.
- The Health and Safety Officer will ensure that all entrances/exits are closed/locked where possible. Site entrances will be monitored accordingly.
- Parents will be informed through an electronic message and asked to not contact or come to the school until contacted again to do so.
- The signal that "all is safe" will be given by the Senior Leadership Team. (Signal to be agreed by BOG)